

**BY ORDER OF
THE COMMANDANT**

**AIR FORCE INSTITUTE OF TECHNOLOGY
INSTRUCTION 36-149**

17 JUNE 1999

Personnel



GRADING POLICY AND GRADUATION REQUIREMENT

COMPLIANCE WITH THIS PUBLICATION IS MANADATORY

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This instruction establishes policy, procedures and responsibilities governing the grading, grade reporting, student performance standards, and requirements for graduation at the Air Force Institute of Technology. The provisions of this instruction are applicable to the faculty, staff, and students associated with the AFIT resident graduate program.

This publication is affected by the Privacy Act of 1974 as amended. Each form that is subject to the provisions of AFI 37-132 and required by this publication contains a Privacy Act statement either incorporated in the body of the document or in a separate statement accompanying each document.

1. Policy.

1.1. As approved by the Faculty Council of the School all students entering resident school will receive course grades based on a four-point system with plus and minus grades. This policy became effective 1 June 82. Grades received in residence prior to 1 June 1982 will be recorded under the previous grading system of A, B, C, D or F without the plus or minus designators. Policies regarding minimum course or test scores needed to achieve a given grade, substitution of courses and relationship of grades in determining graduation or course completion status are left to the school's discretion unless specified in this instruction.

1.2. The Suspense Calendar is developed and maintained by AFIT/RRD. It is used to control the transfer of information relating to registration, scheduling and graduation as it is transferred between the Registrar's Office and the resident school.

1.3. Registrar Point of Contact: All correspondence pertaining to the management of AFIT students will be routed through the school's Registrar Point of Contact.

2. Grading Symbols:

2.1. The following grade symbols and corresponding quality points will be used to measure the scholastic attainment of students enrolled in AFIT:

A	EXCELLENT	4.0 QP/HR
A-		3.7
B+	GOOD	3.3
B		3.0
B-		2.7
C+	FAIR	2.3
C		2.0
C-		1.7
D	POOR	1.0
F	FAILING	0
S	SATISFACTORY	
U	UNSATISFACTORY	
IP	IN PROGRESS (Masters Students)	
P	PROGRESS (PhD Students)	
I	INCOMPLETE	
W	WITHDRAWN	
WP	WITHDRAWN PASSING	
WF	WITHDRAWN FAILING	
AU	AUDIT	

2.2. Explanation of Grading Symbols

2.2.1. Grades A through F are normally awarded at completion of course requirements.

2.2.2. Satisfactory (S) and unsatisfactory (U) grades may be awarded for special courses according to school policy. S grades count only toward earned hours and do not affect grade point average (GPA).

2.2.3. In Progress (IP) grades are given for a course of study, independent studies, directed studies, or research programs extending beyond a single quarter or grading period. Students will be given an IP grade at the end of each quarter in which work in the course continues. Students will receive a letter grade in the quarter when work is scheduled to be completed. IP grades do not count toward earned hours nor do they affect GPA.

2.2.4. Progress (P) grades indicate satisfactory progress toward completion of the dissertation.

2.2.5. Incomplete (I) grades may be given for failure to complete the required work in a course (subject to approval by the Dean).

2.2.5.1. Regular Courses. The unfinished portions of the course work must be completed within six weeks after the beginning of the quarter following the receipt of such a grade. If course work is not completed within this time and a grade is not submitted to the Registrar, the grade of F will be assigned unless the Registrar's office has received written notification of an extension granted by the Dean.

2.2.5.2. Thesis students who have not completed their thesis/dissertation requirements before leaving AFIT may be awarded a grade of I for the thesis. The student's advisor will submit a letter through his department head to the Dean requesting approval for the I grade. The letter will also include a deadline for resolution of the I grade. A copy of this letter will be provided to the student and the Registrar's Office. If an I grade remains unresolved by the resolution suspense date established by the letter, a grade of F will replace the I.

2.2.6. Withdrawn (W) grades will be given when a student withdraws or is withdrawn from any course or from AFIT after the acceptable drop date. All withdrawals will be made using AFIT Form 112, Drop/Add - Special Study Request.

2.2.6.1. Students withdrawn after the first two weeks but prior to the sixth week of the term will receive a Withdrawn (W) grade regardless of the reason for withdrawal and whether the student is passing or failing the course(s).

2.2.6.2. Students withdrawn after the fifth week but prior to the ninth week of the term will receive a Withdrawn Passing (WP) grade if they are doing satisfactory work, and a Withdrawn Failing (WF) grade if they are doing unsatisfactory work. Withdrawals are not permitted after the eighth week.

3. Remedy of Grade Deficiencies:

3.1. Academic deficiency means a course grade or combination of course grades which prevent a student from graduating. A grade point average of 3.00 is required on degree courses. A student cannot graduate if he/she has an unresolved grade of "F", "U", or "I" in any course.

3.2. The causes of academic deficiencies and possible remedial actions available to the student are listed in EN OI 36-104, Table 36-104-1 (2 April 95). Refer to this instruction to determine options available to students incurring an academic deficiency.

4. Grade Point Averages:

4.1. Quarter and cumulative GPAs will be computed for each student at the end of each quarter.

4.2. A student may transfer up to 12 quarter hours of graduate course work with approval of the of the faculty advisor, the head of the appropriate department, and the Academic Standards Committee.

4.2.1. Neither the grades nor the credit hours pertaining to the transferred courses will be used in grade point average calculations except to remedy academic deficiencies as described in ENOI 36-104 dated 2 April 95

4.3. All DAGSI grades and credit hours will be used in computing GPAS, in accordance with school policy, if the student has completed the required DAGSI Add Form for registration.

4.4. All degree program grades and credits earned at AFIT, whether earned as a full-time or part-time student, or earned as part of different degree programs, will be reflected on the student's official AFIT transcript. However, the Dean will decide which prior grades and credits will be applied toward the student's current program and GPA. If the Registrar's office does not receive documentation attesting to acceptance, all program grades and credits earned will be applied toward the student's current degree program and GPA. A copy of the Dean's approval will be sent to the Registrar's office prior to registration or at the time of the student's registration for the substitute course

5. Grade Reporting:

5.1. Grade Submission Dates.

5.1.1. Student grades will be submitted in accordance with the suspense calendar.

5.1.2. Permanent grades which replace I grades will be submitted on AFIT Form 40, Grade Change Form. This three-copy form is completed by the instructor, signed by the Dean or his representative and submitted to RRDS.

6. Responsibilities.

6.1. AFIT/RRDS

6.1.1. Produce grade reports for non-graduating students (transcripts for students completing their program).

6.1.2. Update student record each quarter.

6.1.3. Maintain permanent transcripts on all students (student's academic record and archive).

6.1.4. Provide the Dean names and academic status of students who have not met performance standards.

6.1.5. Maintain suspense file on temporary grades.

6.1.6. Process grade changes whenever an AFIT Form 40 is submitted.

6.1.7. Upon graduation produce transcripts. Provide copies to the following:

6.1.7.1. Student's academic file unofficial

6.1.7.2. Student, official and student copy.

6.1.7.3. Off-site vault, unofficial

6.2. Dean: The Dean will establish grading policies and maintain consistency within the school.

6.3. Department Heads.

6.3.1. Forward grade changes to AFIT/RRD through the Dean's office and the school's designated representative using AFIT Form 40.

6.3.2. Ensure that faculty members and students are aware of their responsibilities under this instruction.

6.4. Faculty Members

6.4.1. Assign and validate grades on grade roster at end of each quarter for each course taught, and submit grades according to the suspense calendar. Rosters must be signed and dated by instructor.

6.4.2. Prepare a grade change, AFIT Form 40, to remove temporary grades or change grades.

6.4.3. When serving as a thesis advisor, report the thesis title and grade for degree candidates as specified in the suspense calendar.

6.4.4. When serving as an academic advisor/program manager, review the quarterly grade reports for students for whom they are responsible and remedy any errors with AFIT/RRDS. Advisors will counsel students on academic progress in accordance with school policy. Probationary or faculty board action may be requested for students failing to achieve performance standards.

6.5. Students

6.5.1. Seek counseling from their faculty advisor concerning receipt of temporary grades, failing grades, or GPAs below established performance standards.

6.5.2. Seek resolution for any suspected errors in grade reports, transcripts, or personal student record.

7. Release of Letter Grades/Transcripts:

7.1. Once a letter grade has been received in the registrar's office it becomes part of the student's official academic record and can not be officially released by anyone other than the Registrar or designee.

7.2. Transcripts may be released to the Department of Defense (DoD), (includes federal investigative services, without the students consent). When requesting to review student transcripts, investigating agents normally present a release of information form signed by the student. All other requests for release of student information outside DoD must be from the student and require the student's expressed written consent with signature.

7.3. Directory information (student's degree and major and date attained) may be released routinely without the student's permission unless the student has specifically prohibited such release in writing.

8. Scholarship Standards:

8.1. All AFIT resident students are admitted in good standing and assigned full time to the Institute. They have no major duties beyond their studies. Therefore, students are expected to maintain good academic standing. Whenever a student fails to maintain academic standards, his/her Dean may convene a faculty board to review his/her performance and recommend appropriate action. At the Dean's discretion the student may be placed on academic probation, deferring faculty board action to the beginning of the next quarter.

8.2. Academic probation is a status resulting from unsatisfactory scholarship. It is a warning with an opportunity to improve scholarship or remove academic deficiencies. At the time academic probation is imposed, the Dean may schedule a faculty board to convene at the beginning of the next quarter. The student will be notified of the probationary status and the achievement required to return to good standing.

8.3. Faculty boards review a student's academic progress with the options of recommending reinstatement to good standing, continuance of probation, or elimination from his/her program. The Dean recommends which action to take.

8.3.1. The commandant terminates the individual's student status only when the faculty board proceedings recommending disenrollment are approved.

8.3.2. Faculty board proceedings encompass all students to include United States (US) and international military and civilian personnel in full-time or part-time status, attending AFIT.

8.3.3. AFIT Faculty board requirements, function, membership, and proceedings can be referenced in EN OI 36-137, 18 June 98.

9. Graduation Requirements and Procedures. Graduation and the award of degree is contingent upon meeting the academic requirements of an approved academic program as follows:

9.1. Requirements for the Master of Science Degree. The Master of Science degree is awarded for the successful completion of a curriculum which serves the needs of the Air Force and has

the approval of the faculty as meriting the degree. To satisfy the specific requirements for the master's degree the student must have:

9.1.1. Attained the bachelor's degree with major study in an appropriate field, or the equivalent, at least three quarters prior to date of contemplated graduation.

9.1.2. Been in residence at least three-quarters.

9.1.3. Completed all required undergraduate and graduate courses (including approved electives specified in the curriculum for the program in which the student is enrolled.

9.1.4. Completed an independent investigation on a problem of interest to the Air Force, the results of which have been presented to the major department as a formal thesis. This thesis must be acceptable as partial fulfillment of the required quarter hours of credit. In certain programs, approved in advance by the Faculty Council, group design studies may replace the independent study.

9.1.5. Attained a grade point average of at least B (3.00) for all graded courses included in the student's approved program. Courses for which the student received the grade "D" or lower will not be accepted as a part of the 48 quarter hours required for the degree.

9.1.6. Completed all degree requirements within five calendar years after the graduation of student's class section.

9.1.7. Been recommended for the degree by the Faculty Council.

9.2. Degree Titles. For engineering degrees, the degree title is either Master of Science or Master of Science (designated area) Engineering. Although the graduate programs for engineering students pursuing either degree are similar, the designated degree in engineering is awarded only to students whose total preparation -- undergraduate and graduate -- satisfies the appropriate accreditation criteria of the Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology Inc. (ABET).

2.7.2. Requirements for the Doctor of Philosophy Degree. The Doctor of Philosophy is awarded for the successful completion of a curriculum which serves the needs of the Air Force and has the approval of the faculty as meriting the degree. To satisfy the specific requirements for this degree the student must have been admitted to candidacy for the doctoral degree at least one year prior to receipt of the degree.

2.7.2.1. The requirements for admission to candidacy are:

2.7.2.1.1. Completion of at least 48 quarter hours of course work in an approved program with an average grade of at least B (3.00) for all courses taken.

2.7.2.1.2. Approval by the student's Advisory Committee of a prospectus for the dissertation project.

2.7.2.1.3. Satisfactory completion of the mathematics requirement

2.7.2.1.4. Satisfactory completion of a minor area and the specialty area of study.

2.7.2.2. Completed an approved program of study. This consists of:

2.7.2.2.1 Three consecutive quarters of full-time study taken in residence plus any additional hours necessary to total at least 48 quarter hours in residence. Of the 48 quarter hours in residence, 24 quarter hours must be successfully completed in the major area and 12 quarter hours must be successfully completed in the minor area. The three consecutive quarters of full-time study required to meet the residence requirement shall be quarters in which the student is assigned full-time student status to the Institute, and for which the school's requirement for a full academic load are met.

2.7.2.2.2 An average grade of at least B (3.00) for all courses attempted after admission to the program.

2.7.2.2.3. Satisfactorily completed and submitted an acceptable dissertation on an approved research project.

2.7.2.2.4. Satisfactorily completed a final oral examination in defense of the dissertation.

2.7.2.2.5. Completed all of the above requirements within five years from the start of the doctoral program.

2.7.2.2.6. Been recommended for the degree by the Faculty Council of the Graduate School of Engineering.

2.7.3. All program and degree requirements must be completed as specified by the school administering the student's program.

2.8. Faculty Council: The faculty council will meet no later than three working days prior to graduation in order to review the academic records of the students and to submit recommendations to the Dean of the school. The minutes of the faculty council meeting, signed by the chairperson and recorder will include a listing of students recommended for the award of degrees

2.8.1. The Dean will indicate concurrence or non-concurrence with the recommendations of the faculty council and submit the minutes and endorsement to the AFIT Graduation Faculty Board.

2.9. Graduation Faculty Board: The AFIT Graduation Faculty Board will convene no later than two working days prior to graduation to review the recommendations of the faculty councils and the Deans of the schools. The board will be composed of the following members:

AFIT/CC, or designated representative. Permanent voting member.

AFIT/CF, Permanent voting member
AFIT/RR, Permanent voting member
AFIT/RRD, Permanent non-voting member (recorder).
AFIT Graduate School representative (Dean or representative). Voting member.

2.9.1. The AFIT Commandant and the Air University Commander must approve the award of degrees.

2.10. Graduation with Distinction:

2.10.1. Graduates of AFIT resident schools who have demonstrated superior academic achievement may be designated "Distinguished Graduates".

2.10.2. AFIT resident students who achieve an overall GPA of at least 3.75 at the graduate level may be considered for this distinction. Not more than 10 percent of the graduating class may be designated as distinguished graduates.

ENOI 36-112, 1 Oct 95, Student Awards at Graduation, has additional information.

2.10.3. The commandant upon recommendation of the faculty and Dean and the AFIT Graduation Faculty Board will make designation.

2.10.4. The "Yes" block, Section II, Item 7 of the Education Training Report, AF Form 475, will be marked for those students designated distinguished graduates.

2.11. Award of Degree to Former AFIT Students:

2.11.1. The Dean of a school will establish procedures that allow students not qualifying for a degree while in residence to meet the degree requirements within a specified period after their class' graduation date.

2.11.2. The Dean will notify individual students of the specific actions and suspense for completing their degree requirements. A copy of this correspondence will be forwarded to the Registrar's office for filing in the student's master education record.

2.11.3. The Dean will notify the Registrar's office when a former student has fulfilled degree requirements and the faculty council has recommended granting a degree. Normal procedures will be followed in obtaining approval for the award of a degree.

2.12. Award of Degrees to Part-time AFIT Students:

2.12.1. The Dean of the school will notify the Registrar's office when a part-time student has fulfilled degree requirements and the faculty council has recommended granting a degree. Normal procedures will be followed in obtaining approval for the award of a degree.

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